

2 July 1956

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 28 June 1956 Committee Meeting

1. The CIA Incentive Awards Committee met on Thursday, 28 June 1956 at 10:00 A.M. in Room 2601, Curle Hall with [REDACTED] presiding. The following members and/or alternates were present:

Office of Personnel  
Office of Training  
Office of Communications  
Office of Communications  
  
Office of Logistics  
Office of the Deputy Director/  
Intelligence  
Management Staff, Incentive  
Awards Staff

2. [REDACTED] briefed the Committee on the two Notices of Assignments to the Suggestion Awards Committee and the Special Panel which were being submitted to the DCI for approval.

3. Suggestion No. 1721 deferred for further follow-up by the Chairman with [REDACTED] of the CIA Legal Counsel.

4. Suggestion No. 2190 deferred for further follow-up by the Incentive Awards Staff to determine if the idea was adopted.

5. Suggestion No. 1584 deferred to a later meeting to allow [REDACTED] to discuss with [REDACTED].

6. The Committee approved awards in the amount shown for the following employee suggestions:

<u>Suggestion No.</u>	<u>Award</u>
1019	- \$55.00 (This is in addition to an original award of \$20.00)
1450	- Letter of thanks.

<u>Suggestion No.</u>	<u>Award</u>
1504	\$40.00
1611	10.00
2194	Letter of appreciation
2243	10.00
2265	20.00
2330	Letter of thanks
2353*	70.00

\*The Incentive Awards Staff is to follow-up with Part II of recommendations of the Executive Secretary.

7. Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

193	2224
1516	2348
1684	2352
2080	2360
*1955	**ID-2157

8. The Committee recommends the following actions on suggestions included in the Special Section of the Agenda:

a. Suggestion No. 1487

Request PBS to determine if non-skid wax available. This is to be accomplished through the CIA Safety Officer.

\*b. Suggestion No. 1955

██████████ stated that the Staff Study on this subject was made without knowledge of the suggestion. She further added this suggestion made no further contribution to the Staff Study.

c. Suggestion No. 2084

The Committee requested that the Incentive Awards Staff determine from the Office of Logistics why blue-black ink is used in the Agency instead of black.

d. Suggestion No. 1729

Is Logistics using these forms and is the suggester the author of them? This question to be referred to Logistics.

e. Suggestion No. 2307

The Committee requested that the Incentive Awards Staff send a memorandum to [REDACTED] requesting the following information:

- (1) Did suggestion make a contribution?
- (2) If the regulation referred to in Mr. [REDACTED] evaluation is available, the Committee would like a copy in order to assist in their evaluation of this suggestion.

\*\*f. Suggestion No. ID-2157

Disapproval for Agency adoption. Return suggestion to the Civil Service Commission.

9. The meeting was adjourned at 12:15 P.M.

[REDACTED]  
Executive Secretary  
Incentive Awards Committee

APPROVED:

[REDACTED]  
\_\_\_\_\_  
Chairman, Incentive Awards Committee

2 July 1956  
Date